

## COUNTY GOVERNMENT OF VIHIGA



### COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: [cpsb@vihiga.go.ke](mailto:cpsb@vihiga.go.ke)

*"Transforming Public Service"*

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### CAREER OPPORTUNITIES

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

### DEPARTMENT OF PHYSICAL PLANNING, LANDS, HOUSING AND URBAN DEVELOPMENT

#### **VIHIGA MUNICIPAL MANAGER JOB GROUP "R" ONE (1) POST**

Municipal manager shall be responsible for implementing the decisions and functions of the Municipal Board and shall be answerable to the Board.

#### **Duties and Responsibilities**

The municipal manager shall report to the Vihiga Municipal Board. The Municipal Manager shall be responsible for:

- i. Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);
- ii. Acting on behalf of the Board of the Municipality in ensuring execution of the directives of the Board of the Municipality;



- iii. Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programs and operations of the Board;
- iv. Be principally responsible for building and maintaining strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community-based organizations;
- v. Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch Municipality;
- vi. Prepare and administer annual municipality budget;
- vii. Administer Municipality utilities and properties;
- viii. Acting as an ex-officio member of all committees of the Board of the Municipality;
- ix. Performing functions as may be delegated by the Municipal Board or by order or conferred upon the Municipal Manager; and
- x. Perform other duties as directed by the Board of the Municipality.

### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Hold a degree in Urban Management, Public Administration, Business Management, Project Planning, and Management or any other relevant degree from a university recognized in Kenya;
- iii. Possession of a relevant Master's degree;
- iv. Has proven experience of not less than Five (5) years in administration or management either in the Public or Private sector with at least five years in senior management;
- v. Satisfy the requirement of Chapter Six of the Constitution.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission

**Terms of Service: 3 Years Contract**



## **DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ICT**

### **1. WARD ADMINISTRATORS JOB GROUP “M” - FIFTEEN (15) POSTS**

#### **Duties and Responsibilities**

- i. Coordinate, manage and supervise the general administrative functions in the Ward Unit;
- ii. Develop policies and plans for implementation at Ward level;
- iii. Oversee Ward development projects and programs in the sector’s annual work plan and budgets;
- iv. Coordinate and plan public participation in government functions and programs;
- v. Periodic monitoring and evaluation of County Projects at the Ward level;
- vi. Ensure effective service delivery at the Ward level on a day –to-day basis;
- vii. Coordinate developmental activities to empower the community;
- viii. Facilitate and coordinate citizen participation in the development of policies and delivery of services;
- ix. Provide maintenance of infrastructure and facilities of public services
- x. Facilitating intra and inter-governmental relations and conflict resolutions;
- xi. Exercise any functions and powers delegated by the County Public Service Board or any other Authority.

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Chief Administration/Chief Ward Administrator for a minimum period of three (3) years;



- iii. Bachelor's degree in the following disciplines: Public Administration, Business Administration/ Management, Community Development of any other Social Science; plus, a certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from recognized institution;
- iv. Knowledge of relevant legislation;
- v. Certificate in Computer application skills from a recognized institution; and
- vi. Demonstrate a high degree of professional competence and administrative capability.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Engagement:** Permanent & Pensionable

## **2. ENFORCEMENT OFFICERS JOB GROUP "F" – FIFTY (50) POSTS**

### **Overall job responsibility;**

The Enforcement Officers will be responsible for maintaining order within the County, safeguarding property, ensuring public safety in collaboration with various stakeholders in the County. The Enforcement Officers will report to the Head of Security in the County.

### **Duties and Responsibilities**

- i. Enforcing County Acts and regulations e.g. on Revenue collection, physical planning, environment etc;
- ii. Assist in implementation of an immediate response to security incidents utilizing appropriate surveillance equipment; response to emergencies as and when need arise;
- iii. Ensure public order and sanity in markets, bus parks and other business areas within the County, including traffic control



- iv. Make security recommendations to senior officers and share intelligence information;
- v. Receive, address and report on security related complaints from staff and the Public;
- vi. Ensuring compliance to the County Laws in conjunction with other law enforcement agencies;
- vii. Guarding and securing County Government buildings, resources and vital installations;
- viii. Assisting the customer care desk staff in receiving and directing visitors to relevant offices;
- ix. Ensure proper records are kept for necessary action;
- x. Providing security to select officers in the Executive in key functions and as required;
- xi. Any other relevant duties as may be assigned from time to time.

#### **Requirements for appointment**

For appointment to this grade, an officer must have;

- i. Must be a Kenyan citizen;
- ii. Kenya certificate of Secondary Education (KCSE) Mean Grade of D+ or its equivalent from the Kenya National Examination Council or equivalent examination bodies;
- iii. Basic knowledge of relevant legislation;
- iv. Compliance with Chapter Six of the Constitution of Kenya, 2010;
- v. Skills on Musical Band and NYS training will be an added advantage.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Engagement:** Permanent and Pensionable



**DEPARTMENT OF EDUCATION SCIENCE, TECHNICAL AND VOCATIONAL TRAINING**

**DIRECTORATE OF EARLY CHILDHOOD DEVELOPMENT AND EDUCATION**

**1. ECDE TEACHERS – NINETEEN (19) POSTS**

- i. Consolidated Salary: Kshs. 18,810.00
- ii. Medical Cover: As Provided by the Government
- iii. Terms of Service: Permanent and Pensionable

**Duties and Responsibilities**

- i. Class teaching;
- ii. Role modeling, guidance and counseling, mentoring and motivation of the learners;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Assisting in designing, organizing and facilitating play/learning activities for learners;
- vi. Assist in organizing and facilitating play/learning activities for the learners;
- vii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development);
- viii. Managing ECDE classes and keeping professional and administrative records (Schemes of work, lesson plans, daily programme of activities, attendance register etc.);
- ix. Ensuring learners' safety and security;



- x. Preparing and developing play/learning materials.

### **Requirement for appointment**

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE Division IV at "O" Level;
- ii. Diploma in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent;
- iii. Registered by the Teachers Service Commission;
- iv. Certificate in computer application;
- v. Certificate of good conduct from National Police Service;
- vi. Valid medical report from a recognized Government facility.

NB; priority will be given to serving volunteer teachers who have shown merit and ability in work performance and results.

### **2. ECDE SUB-COUNTY PROGRAM OFFICERS JOB GROUP "K" THREE (3) POSTS**

#### **Duties and responsibilities**

- i. Be deployed in the Sub County as a Programme Officer and report to the Director in charge of ECDE;
- ii. Assisting in Planning for programmes and conducting research on ECDE;
- iii. Participating in stakeholder engagements in the ECDE sector;
- iv. Mobilizing and sensitizing communities on the need for ECDE;
- v. Assisting in the implementation of the ECDE policy;
- vi. Monitoring and evaluation of the ECDE programmes at the Ward/Sub County;



- vii. Conduct professional Development and capacity-building for Early Childhood teachers and other stakeholders;
- viii. Plan and budget for the ECDE play/learning materials and feeding programmes;
- ix. Mentorship and counselling, supervisory role over ECDE teacher in the County;
- x. Induction of new ECDE teachers;
- xi. Liaising with community, education fraternity, other government departments and other relevant stakeholders on ECDE related matters;
- xii. Participate in the training of ECDE trainees in the Ward/Sub County;
- xiii. In charge of welfare and discipline;
- xiv. Ensure adequate care of materials and equipment in the Sub County;
- xv. Maintaining proper inventories of equipment and supplies entrusted to the centre;
- xvi. Coordinating ECDE data collection and submission to the County Director in charge of ECDE;
- xvii. Advising on the appropriate course materials and equipment required for training;
- xviii. Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub County;
- xix. Organizing ECDE teacher's appraisals in the Ward/Sub County;





- xx. Evaluating compliance levels with regulatory requirement in the ECDE sector in the regular intervals;
- xxi. Monitoring the compliance for registration of ECDE Centres.

**Requirements for appointment**

- i. Possess a degree in Early Childhood Development and Education offered by a recognized institution;
- ii. Be in possession of a certificate in computer applications;
- iii. Be registered by the Teacher Service Commission;
- iv. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;
- v. Have served as an ECDE teacher for a minimum period of three (3) years. Those who have held management positions would have added advantage;
- vi. Shown merit and ability as reflected in work performance and results.

**Terms of Engagement:** Permanent and Pensionable.

**DIRECTORATE OF TECHNICAL & VOCATIONAL EDUCATION & TRAINING**

**VOCATIONAL TRAINING TRAINERS – THIRTY -TWO (32) POSTS**

S/No.	Trade/Course	Posts	Job Group
1	Fashion Design and Garment Making/ Dress Making/Tailoring	9	H
2	Information and Communication Technology	6	H
3	Automotive Engineering/ Motor Vehicle Mechanic	3	H
4	Electrical and Electronics	4	H



5	Building and Construction Technology/Masonry	3	H
6	Hair dressing and Beauty Therapy/Cosmetology	3	H
7	Plumbing and Pipe Fitting	2	G
8	Carpentry and joinery	2	G

**Requirements for Appointment for Job Group “H”**

- i. Diploma in the relevant technical field or area of specialization from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Must have worked as a trainer in a Vocational Training Institution;
- iv. Pedagogical training will be an added advantage;
- v. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010;

**Requirements for Appointment for Job Group “G”**

- i. Craft Certificate;
- ii. Proficiency in computer applications;
- iii. Must have worked as a trainer in a Vocational Training Institution;
- iv. Pedagogical training will be an added advantage;
- v. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010.



## **Duties and Responsibilities**

- i. Deployed in the Vocational Training Institute as a trainer in the relevant field of specialization;
- ii. Giving theoretical and practical instruction in the area of specialization;
- iii. Preparing and maintaining schemes of work, lesson plan, training and learning materials and trainee's records;
- iv. Carrying out trainee's assessment;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Maintaining trainees' discipline, guidance and counseling;
- viii. Monitoring trainees on field work, industrial attachment and compiling progress reports;
- ix. Preparation of budget;
- x. Any other duties as may be assigned from time to time by the manager.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Engagement:** Permanent and Pensionable.



## How to Apply

Interested and qualified candidates should submit their filled job application forms with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **13<sup>th</sup> day of December, 2024**.

**SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 880-50300**

**MARAGOLI.**



## Please Note

- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.

